

Basic Pay - Indirectly or Directly Valued

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/9/07	Lesa Terry	Draft

Purpose

Use this procedure to maintain an employee's basic pay information. This infotype is used to define an employee's salary and set periodic increment dates.

Trigger

Perform this procedure when an employee has a modification to basic pay information.

- Set next increase date
- Establish as Indirectly or Directly valued.

Prerequisites

- The employee must be in HRMS with a valid basic pay record.

Menu Path










- Human Resources ➔ Personnel Management ➔ Administration ➔ HR Master Data ➔ Maintain

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure


1. Start the transaction using the menu path above or transaction code **PA30**.





Maintain HR Master Data

The screenshot displays the SAP 'Maintain HR Master Data' (PA30) transaction. The top bar shows the menu path: HR master data > Edit > Goto > Extras > Utilities > Settings > System > Help. The main window is titled 'Maintain HR Master Data'. On the left, a search bar contains 'Personnel no. 24148'. Below it, a list of search criteria includes 'Person', 'Collective search help', 'Search term', 'Free search', 'EVERYONE', and 'mailing address - type 5'. The main area shows the data for 'CORWIN JONATHAN R' with fields for 'PersArea' (3101), 'DOC - Headquarters', 'EEGroup' (0), 'Permanent', 'PSubarea' (0001), 'Non Represented', 'EESubgroup' (01), 'Monthly(M) OT Exem...', and 'Status' (Active). The 'Basic Pay' infotype is highlighted in the list. The 'Period' selection is set to '3/1/2007'.

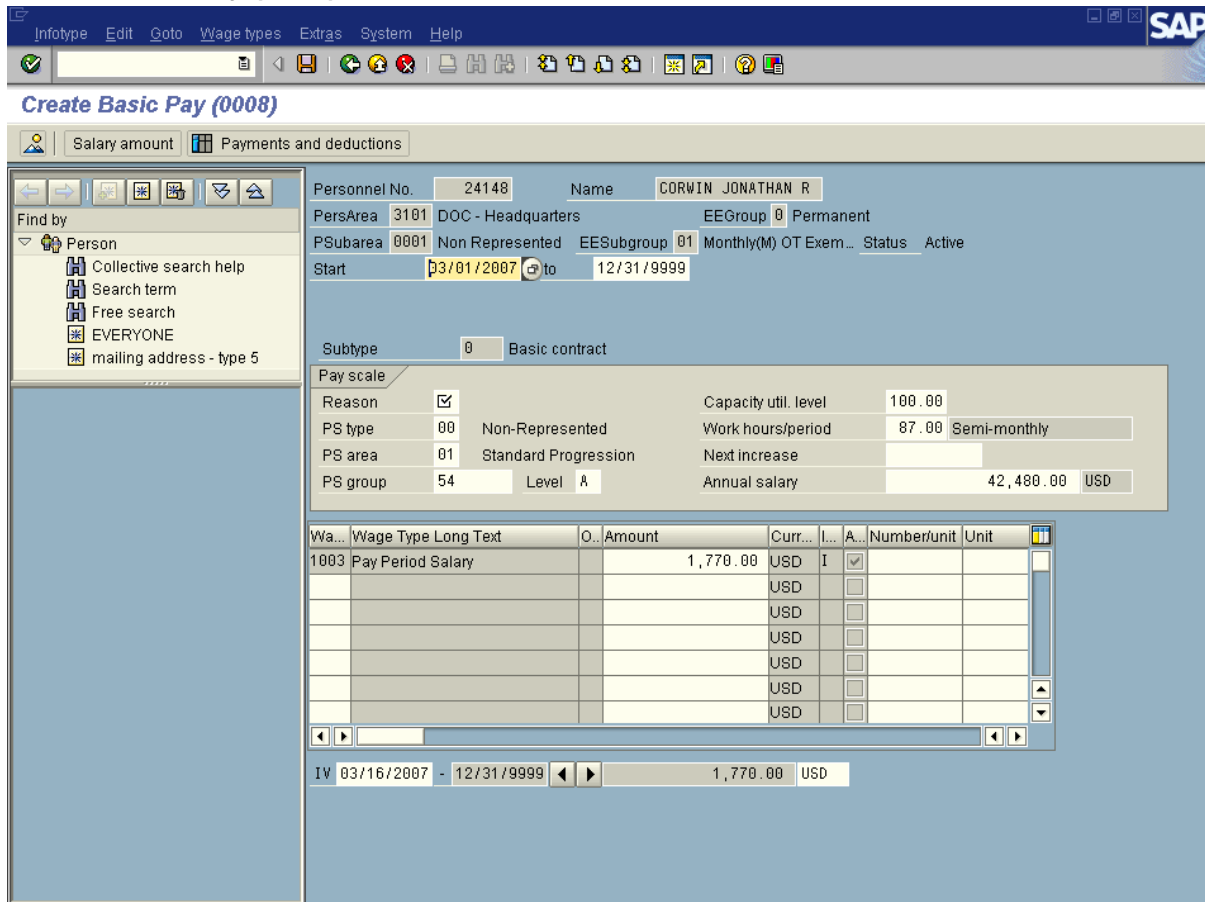
2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 24148

Field Name	R/O/C	Description
Fr.	R	<p>In the Period section, in the Fr. Field enter the effective date of the change.</p> <p> The employee's information will default into the infotype by entering the effective date in this field.</p> <p>Example: 3/1/2007</p>

- Click  (Enter) to validate the information.
- Click the grey box to the left of  Basic Pay  to select.
- Click  (Create) to create a new record.

Create Basic Pay (0008)






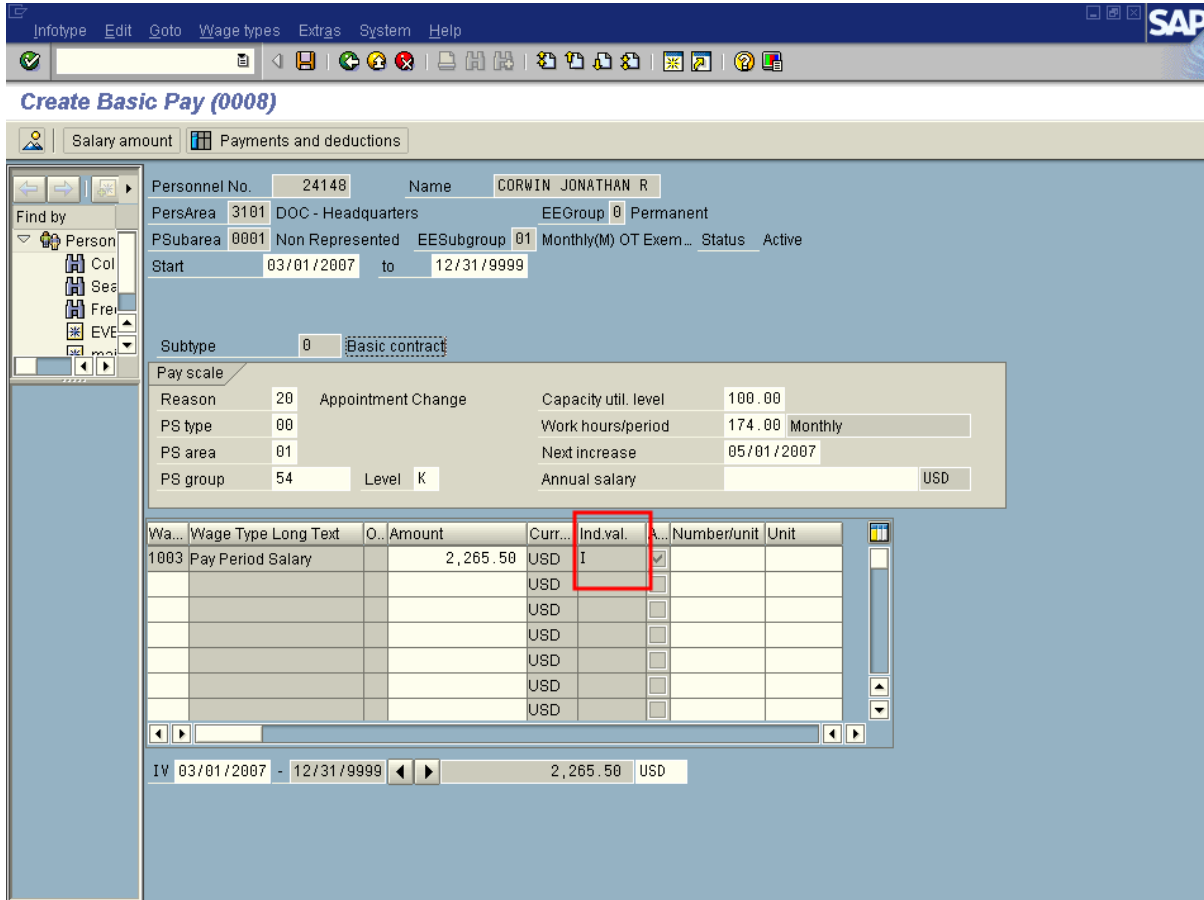
The Employee's information defaults into the infotype.

6. Complete the following fields:

Field Name	R/O/C	Description
Reason	R	<p>The reason for the change in pay.</p> <p> If you do not know the number for the Reason, you can click the (Matchcode) to open the selection list.</p> <p>Example: 20 – Appointment Change</p>
Level	R	<p>This defines the step within a range for compensation.</p> <p> Level A will default into the field. You may need to change the level.</p> <p>Example: A</p>
Next Increase	C	<p>The date the employee will receive their next pay raise.</p> <p> If this field is blank the employee will not receive their pay increment.</p> <p>Example: 05/01/2007</p>
Annual Salary	C	<p>If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field. Entering the salary defines this person as Directly valued. The agency is responsible for maintaining this infotype when the employee is due a pay increase.</p> <p>Example: Blank – The employee in this example is a classified employee and their annual salary will be populated based upon the PS Group selected.</p>
Wage Type	C	<p>The amount for the employee.</p> <p> The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank.</p> <p> You can also enter wage types for Shift Difference and Assignment Pay.</p> <p>Example: 1003 Pay Period Salary</p>

7. Click  (Enter) to validate the information.

Create Basic Pay (0008)



Create Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 24148 Name CORWIN JONATHAN R

PersArea 3101 DOC - Headquarters EEGGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 03/01/2007 to 12/31/9999

Subtype 0 Basic contract

Pay scale


Reason	20	Appointment Change	Capacity util. level	100.00
PS type	00		Work hours/period	174.00 Monthly
PS area	01		Next increase	05/01/2007
PS group	54	Level K	Annual salary	USD


Wage Type	Long Text	O.. Amount	Curr...	Ind.val.	A...	Number/unit	Unit
1003	Pay Period Salary	2,265.50	USD	I	<input checked="" type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		

IV 03/01/2007 - 12/31/9999 2,265.50 USD



In the screen shot above, notice the "I" in the Indirect value column. An Indirect valued employee will have their salary based upon the State Compensation Plan that is administered by the Department of Personnel. If there is a date in the **Next Increase** field, the employee will receive their increase in pay upon reaching this date. If this field is blank, that means the employee is Directly valued and the agency is responsible for maintaining this infotype when the employee is due a pay increase.

8. Click  (Enter) to validate the information.

9. Click  (Save) to save the record.

10. You have completed this transaction.

Result

You have successfully made a modification to an employee's basic pay.

State of Washington HRMS

File name: BASIC_PAY_INDIRECTLYORDIRE CTLY_VALUED.DOC
Version: Training Team Draft Script
Last Modified: 12/19/2008 10:41:00 AM
Reference Number:

SAP Parent
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Title: Basic Pay - Indirectly or Directly Valued

Processes :

Sub-Processes :

HRMS Training Documents

Comments

Use the Flexible Employee Data Report_Indirect Value (ZHR_RPTPAN02) procedure to identify employees that are Indirectly or Directly valued.

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